USARC Food Service Management Reviews

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USARC FS Mgmt Reviews

Purpose

To review the essential requirements to manage the Army Reserve Food Program from RRC/DRC/DIV level

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Evaluation Areas

- Twelve Food Service areas of evaluation:
  - Administration (AD)
  - Annual Training (AT)
  - Awards Program (AW)
  - Cash Collections (CC)
  - Food Service Management System (FSMS)
  - Food Service Management Boards (MB)

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Evaluation Areas (Cont'd)

- Twelve Food Service areas of evaluation:
  - Monitoring of Subordinates (MS)
  - Reporting (RP)
  - Support Installations (SI)
  - Subsistence Procurement (SP)
  - Vendor Procured Subsistence (VP)
  - Training (TG)

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Administration

- Appointment of Food Advisor
- Make Funds Available to Manage the Food Program
- Provides Written Guidance
- Maintain an Army Food Program Library
- Submits Annual FS Program Action Plan to Commander

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Annual Training

- Approves Travel Ration Requests
- Issues Pre-AT Conference Planning Guidance
  - Accounting System
  - Travel Ration Requirements
  - Creation of Feeding Plan
  - Payroll deduction
  - Dining Facility Attendants

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Annual Training (Cont'd)

- Issues Cash Collection Procedures for Temporary Field Assignment (TFA)
- Issues Guidance that Catered Meal Price is paid for Home Station, Fragmented, Field, & Garrison AT
- Monitors Mandatory Requirements
  - Exercise Field Equipment 90 Days Prior
  - Sanitation Training 60 Days Prior
  - Safety Training 30 Days Prior

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Annual Training (Cont'd)

- RRC/DRC Assists with & Approves Contracted Dining Facility Attendant Support for AT

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Awards Program

- Establishes a Garrison & Field Awards Program
- Ensures Mandatory participation in the Philip A. Connelly Awards Program for all Food Service Capable Units

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Cash Collection (Cont'd)

- Cash Book Controls
  - Requisitioning Authority is RRC/DRC only, can not be delegated
  - Maintains a Cash Book Register
  - Maintains a File Folder for each Cash Book
  - File Folder contains Issue, Accountability, Receipt, Turn-in, Revalidation, and Control Documents

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Cash Collection

- Appointment of Cash Control Officer
- Cash Sheet Verification & Cash Counts
- Annual Validation of each Cash Book
- Safeguarding of Cash & Cash Book or Sheets
- Issues Guidance if using Consolidating HQ Procedures
- Food Advisor Involvement

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Cash Collection (Cont'd)

- AR 15-6 & AR 735-5 Required for Loss or Misappropriation of Cash or Cash Sheets

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Food Service Mgmt System

- FSMS is Managed by RRC/DRC/DIV
- RRC/DRC/DIV Approves **ALL** Requests for Rations
- Catered Meal Requests
  - Requested by “Meal”
  - Requests meet Command Monetary Guidelines
- All Units are Listed in the Command 1 System

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Food Service Mgmt System (Cont'd)

- RRC/DRC/DIV Maintains Current BDFA in FSMS
- RRC/DRC/DIV Maintains Current Standard & Discount Meal Rates in FSMS
- RRC/DRC/DIV Maintains Appointment Orders of ALL FSMS Users

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Food Service Mgmt Boards

- RRC/DRC to Conduct Annually
- Prepare FSMB Minutes, Disseminate, & Copy USARC Services Branch
- RRC should Invite area DRCs with Food Capable Units
- DRC can Conduct their own FSMB

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Monitoring Subordinates

- RRC/DRC Food Advisor Manages the Command Garrison Equipment Replacement Program
- RRC/DRC Monitors Subordinate Unit Dining Facility Monetary Accounts

Reviews

Monitoring Subordinates (Cont'd)

- RRC/DRC Monitors Completion of Unit Annual Reviews for IDT & AT Accounts
  - Control Register should be used
  - All Reviews to be completed by FY end for the Previous FY

- RRC/DRC Monitors Completion of Delegated Food Management Responsibilities

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Reporting

- RRC/DRC Maintains a Subsistence Source List of all Units & Sends a Copy to USARC 15 Nov Annually

- RRC/DRC Submits DA Form 2969-2-R to USARC Quarterly if the Command is not Fully Functional using FSMS

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Support Installations

- RRC will Maintain a Support Agreement with each Regional Support Installation to Ensure Food Service Funding Requirements are Addressed

- RRC/DRC Food Service Subject Matter Expert (SME) should attend Pre-AT Conferences to Coordinate Food Service Support

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Subsistence Procurement

- RRC/DRC should Maintain Auditable Procurement Records by Subsistence Category
- RRC/DRC should Maintain an Approved Requisitioning Document for Each Authorized Food Purchase if the Command is not Fully Functional using FSMS
- RRC/DRC should Ensure that Appropriated Fund Subsistence is not used for Social Functions

Reviews

Subsistence Procurement (Cont'd)

- RRC/DRC should take Special Care when Approving:
  - Organizational/Family Day Meals
  - Holiday Meals
- Government Purchase Card (GPC)
  - RRC/DRC may use a Command GPC
  - RRC/DRC should maintain a list of Soldiers Authorized to Purchase Food with GPC
  - Purchase of Catered Meals "By Meal" will not exceed $2500.
  - Purchase of Raw Subsistence "By Period" will not exceed $2500

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Vendor Procured Subsistence

- RRC/DRC/DIV may not Delegate the Approval for Meals
- RRC/DRC/DIV should ensure Vendor Selections are reviewed Annually unless Contracting Approves a longer term
- RRC/DRC/DIV must ensure the USARC Commercial Meal Plan is Followed

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Vendor Procured Subsistence (Cont'd)

- RRC/DRC/DIV should "Strongly Encourage" Units to go to the Vendors Location to Subsist
- In Rare Situations, "Delivered to the Unit" Catered Meals may be Approved. The RRC/DRC/DIV must ensure that the Vendor will only be paid for Meals Consumed

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Training

- RRC/DRC/DIV Food Advisor Initiates & Monitors Food Service Training Programs
  - Food Service Sanitation Training for FS Personnel
  - Food Service Officer Training
  - Garrison & Field Operations Training

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Training (Cont'd)

- RRC/DRC Maintains Records of USAQMC&S Qualified Food Service Sanitation Adjunct Instructors (FSSAI)
  - USARC Recommends the RRC have (2) FSSAI per MSC if funds are available and the MSC has sufficient "Food Capable Units" to justify the need for a FSSAI at an MSC
- RRC/DRC Maintains Food Service Sanitation Training Records of the "Certified Soldier" for each Food Capable/Cooking Unit in the Command

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What would you like to discuss concerning this training ??????????????